



**DEPARTMENT OF CORRECTIONS
YOUTH COMMUNITY CORRECTIONS BUREAU
POLICY**

Policy No.: YCC 1.1.1	Subject: PURPOSE, MISSION AND MANAGEMENT PHILOSOPHY
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Section 1: General Administration	Revision Date: 05-15-03, 01-09-06, 11-23-07, 10-10-08, 01-06-09, 05-24-10
Applicable ACA Standards: 2-7006, 2-7008, 2-7011, 2-7077, 2-7124, 2-7125, 2-7133, 2-7149, 3-JCRF-1A-04, 3-JCRF-1A-05, 3-JCRF-1A-14	
Signature: /s/ Karen Duncan	Effective Date: 12-31-02
Signature: /s/ Steve Gibson	

I. POLICY:

The intent of this policy is to communicate the purpose, mission and management philosophy of the Youth Community Corrections (YCC) bureau. This policy will be reviewed annually and updated as needed.

II. APPLICABILITY:

All YCC facilities and programs

III. DEFINITIONS:

Bureau Chief – person responsible for organizing and managing the bureau. His/her responsibilities include fiscal management, personnel management, management information and research, medical and health care services and inter/intra-bureau communication.

Division Administrator - not only those titled division administrator but also wardens or those upper level managers that are supervised directly by the director.

Parent Agency - the Department of Corrections is the controlling body of the bureau.

IV. BUREAU DIRECTIVES:

A. Purpose

The YCC bureau provides supervision and services to youth who have been committed to the Department by the youth court for placement in a secure care youth correctional facility and have been placed in the community on parole supervision.

B. Mission Statement of the Department of Corrections

The Montana Department of Corrections enhances public safety, promotes positive change in offender behavior, reintegrates offenders into the community and supports victims of crime.

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C. Department Goals

1. To improve the safety of the Montana public and the security of our communities and homes.
2. To promote public trust through openness, responsiveness and program evaluation.
3. To provide accurate, timely information and support that contributes to the restoration of victims of crime.
4. To reduce the risk that youth will re-offend.
5. To operate correctional programs that emphasizes accountability.
6. To provide work and program environments based on professionalism, personal responsibility, and respect.

D. Youth Community Corrections Bureau Mission Statement

The Youth Community Corrections Bureau is dedicated to public safety and trust by holding juvenile offenders accountable for their actions through custody, supervision, restitution, and life skills development with the provision of habilitation services from the time of commitment through community transition and discharge while affording youth the opportunities needed to live successful and productive lives.

E. Management Philosophy

The Department is responsible for the management and supervision of youth corrections programs in the State of Montana. The director is responsible for the management and supervision of the Department and will do so through an organizational structure that delegates responsibility to administrators of the various Department programs.

The director and the division administrators will manage and supervise the Department in conformance with, and in support of, the Department's mission statement. In carrying out the mission of the Department, the following management philosophy and principles will be adhered to:

1. Programs will be managed through the use of effective supervision techniques and quality management principles which incorporate team problem solving, employee participation, openness, respect for the chain of command and the delegation of decision making authority and responsibility to the lowest effective level.

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2. Effective internal and external communication will be emphasized ensuring accurate and timely consultation with the director and adherence to Department policy and standards.
3. Participatory involvement of staff will be required in all facets of mission and program development.
4. Short and long-term objectives will be developed in all programs and will be considered key elements in determining effective staff performance.
5. Programs will operate within allocated budget limits and will delegate budget management authority to subordinate levels of supervisor/management staff to broaden ownership and accountability for expenditures at all management levels.

F. Legal Establishment

YCC bureau is a bureau operated within the Department of Corrections. YCC bureau operates under the provisions of the Montana Code Annotated, Montana State Operations Manual, Administrative Rules of Montana, American Correctional Association Standards, and the policies of the Department of Corrections.

G. Youth Community Corrections Bureau Management

The bureau chief will develop and manage all phases of the bureau within the parameters established by law and the Department of Corrections. The bureau chief, in cooperation with the Department of Corrections, will develop a mission plan for the bureau's purpose, practice, current legal regulations (such as court decisions and State statutes) and professional requirements (such as national and state standards).

H. Programs

YCC Bureau will establish programs in:

1. Juvenile Parole
 - a. The fieldwork performed by Juvenile Parole Officers (JPO) is of such a nature that officers may be called to work at any hour of the day. JPOs will make contact information available to law enforcement officers, service providers and clients, as appropriate.
 - b. The bureau will grant equal access, for male and female youth under supervision, to agency programs and activities.
2. Financial and Program Services

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3. Policy
4. Youth placement
5. Transition centers
 - a. Regular meetings will be conducted at least monthly between the administrator/center director and key staff members.
 - b. YTC director will meet at least annually with the YSD administrator and YCC bureau chief to facilitate communication, establish policy, and ensure conformity to legal and fiscal requirements.
 - c. YTC will document long range goals and objectives in line with YCC goals and objectives.
6. Transportation
7. Juvenile detention licensing

I. Annual Review

The mission statement that describes philosophy, goals, and purpose of the bureau will be reviewed by all bureau staff and updated at least annually to reflect changes in supervision and services for youth.

J. Non-Discrimination

YCC bureau prohibits discrimination on the basis of disability in the provision of services, programs, and activities administered for program beneficiaries and participants.

Services, programs, and activities include, but are not limited to, the following: academic and vocational education, recreation, orientation, classification, social services, discharges, grievance procedures, due process, safety and emergency procedures, access to media, and courts.

Program beneficiaries and participants include, but are not limited to: youths, family members, clergy, attorneys, volunteers, and other individuals.

YCC bureau may be required to take remedial action, when necessary to afford program beneficiaries and participants with disabilities an opportunity to participate in and enjoy the benefits of services, programs, or activities. Remedial action may include, but is not limited to:

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1. making reasonable modifications to policies, practices, or procedures,
2. providing auxiliary aids and services to the hearing and visually impaired,
3. constructing new or altering existing facilities, and
4. delivery of services at alternate accessible sites.

V. CLOSING:

Questions concerning this policy should be directed to the youth community corrections bureau chief.

VI. REFERENCES:

<u>53-1-203, MCA</u>	<u>Powers and Duties of the Department</u>
<u>52-5-127, MCA</u>	<u>Control Over Youth Released Under Parole Agreement</u>
<u>DOC 1.1.1</u>	<u>Purpose, Mission and Management Philosophy</u>

VII. ATTACHMENTS:

None